



No. 4057 dtd 5/9/19

**ORDER**

Keeping in view the requests/mails made by many private Polytechnics Principals of all private Polytechnics are hereby informed to complete the Bio-Metric registration of their leftover students of 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> & 7<sup>th</sup> (PT) sem latest by 7<sup>th</sup> September 2019. If any regular/ re-admitted student of the ongoing 3<sup>rd</sup>/ 5<sup>th</sup> sem is yet not registered in the Bio-Metric Attendance system then all such students should also be registered immediately. During Bio-Metric registration each student has to produce his/her ID proof such as College Identity card/ Aadhaar card/ Voter ID card or any other such document which has the photograph of the student, to the Nodal Officer for authentication.

If the no. of leftover students is within 50 then the concerned private Polytechnic will send their students to their allotted nodal center along with the Bio-Metric device and authorized person, in consultation with their nodal center Principal and nodal officer. The nodal officer will complete the Bio-Metric registration of these leftover students. If the no. of leftover students is more than 50 then the concerned private Polytechnic will contact their nodal center Principal and the previously allotted nodal officer may be deputed by the concerned Govt. Polytechnic to complete the Bio-Metric registration of these leftover students in one visit. **However Principals of all private Polytechnics are hereby informed to note that Bio-Metric registration of their leftover students should be completed by 7<sup>th</sup> September 2019.** If a student is not registered in the Bio-Metric Attendance system within the scheduled date, it will be presumed that the student does not exist and his/her name will not appear for any of the exam related activities in Vidyarthi portal. They must contact Mr. Sovan (9437501248) of NIC before proceeding to their allotted private Polytechnics.

All Principals are once again reminded to collect the contact no. of their 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> & 7<sup>th</sup> (PT) sem students and their parents and enter it in Vidyarthi portal through Student Registration (EDIT) option, under Registration link, for sending SMS. They are further reminded to collect the Undertaking from their 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> & 7<sup>th</sup> (PT) sem students in the specified format enclosed at Annexure-1 and retain it at their institute level. **However Principals of all Polytechnics (both Govt. & private) have to submit the Undertaking to SCTE&VT, Odisha, in their institution letter head exactly in the specified format enclosed at Annexure-2, latest by 11/09/2019 positively.**

Memo No. 4058 dtd 5/9/19

Controller of Examinations

Copy submitted to Principals of Govt. Polytechnics for information and necessary action. They are requested to depute their allotted officers as per requirement so that the Bio-Metric registration of the leftover students of their tagged private Polytechnics is completed within the scheduled date. They must instruct their officers to contact Mr. Sovan before proceeding to their allotted private Polytechnics.

Memo No. 4059 dtd 5/9/19

Controller of Examinations

Copy submitted to Principals of all private Polytechnics for information. They must ensure completion of the Bio-Metric registration of their leftover students within the scheduled date.

Controller of Examinations